MiS Advanced User Manual

Flexible Scheduler Date Ranges

Introduction

This document is intended for MiS users who are generally comfortable logging in to MiS and running reports within it. This section focuses on using the Flexible Scheduler function in MiS.

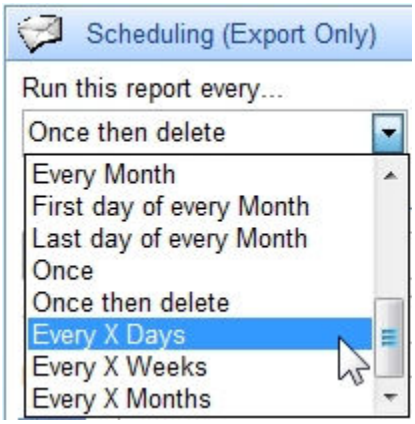
Prerequisites

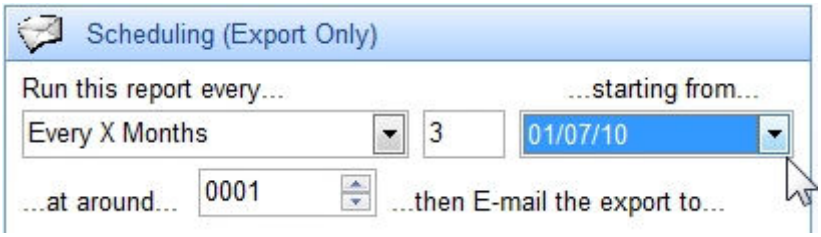
- An MiS user login
- Knowledge of running report in MiS

8. Flexible Scheduler Date Ranges

In MIS date ranges it is possible to request a report Every X Days, Weeks or Months.

Access to this feature is available to everyone using the front end client, when saving your criteria...





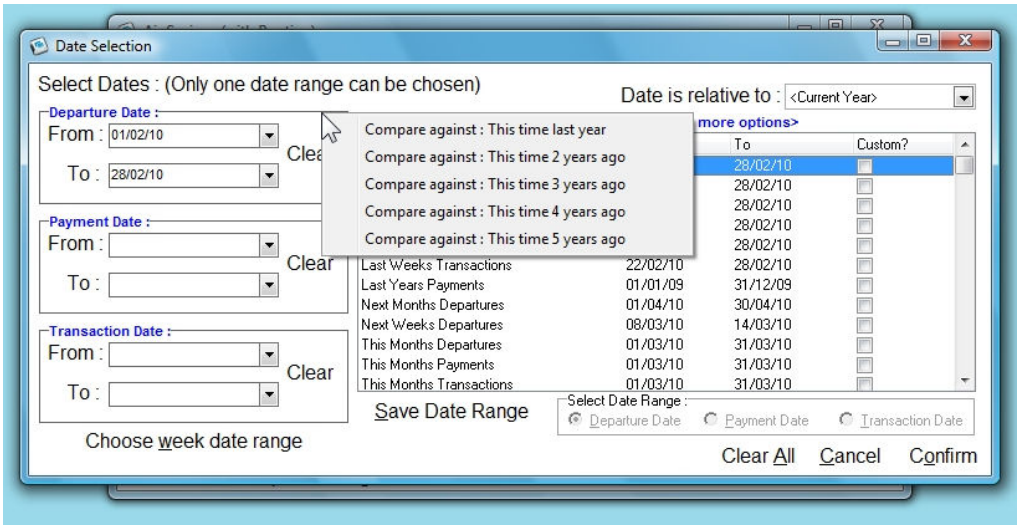
Your new criteria will look like this in the main menu.

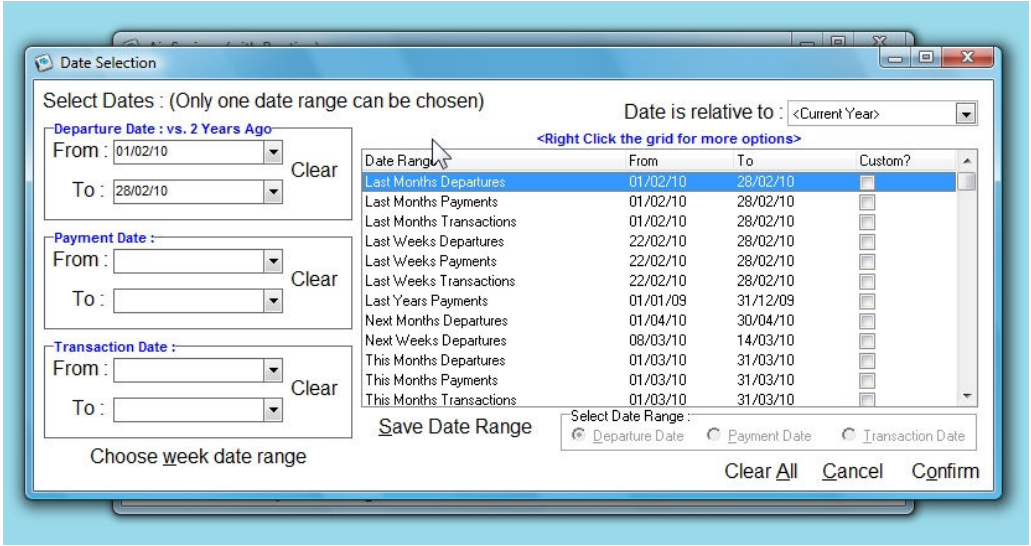
-Properties-
Used for : Data Count Report.rpt
Date Saved : 10/03/10 10:55:51
Filename : OnceTest
-Schedule (If applicable)-
Last Exported : 30/06/10 00:01
Export as : AdobeAcrobatPDF
Next Due : 01/07/2010 01:00
Will Export : Every 3 Months
Prefix Export with Date and Time : False

8.1 Comparative Date Ranges

The MIS contains some reports which ask for comparative date ranges. To use this functionality you may use either the standard date chooser or the week chooser.

By default the comparison range will be "This time last year" but you may use the week chooser (shown below) or right click on a date group box to decide a different range;



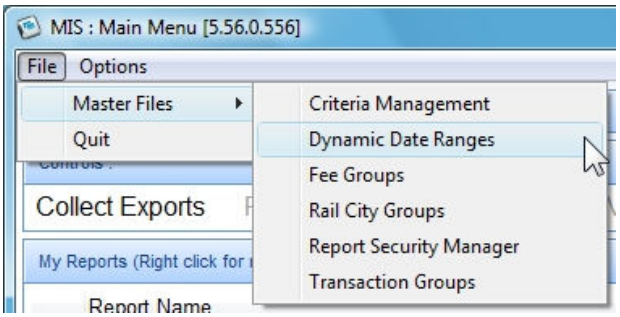


After selection the group header will update to reflect your choices.

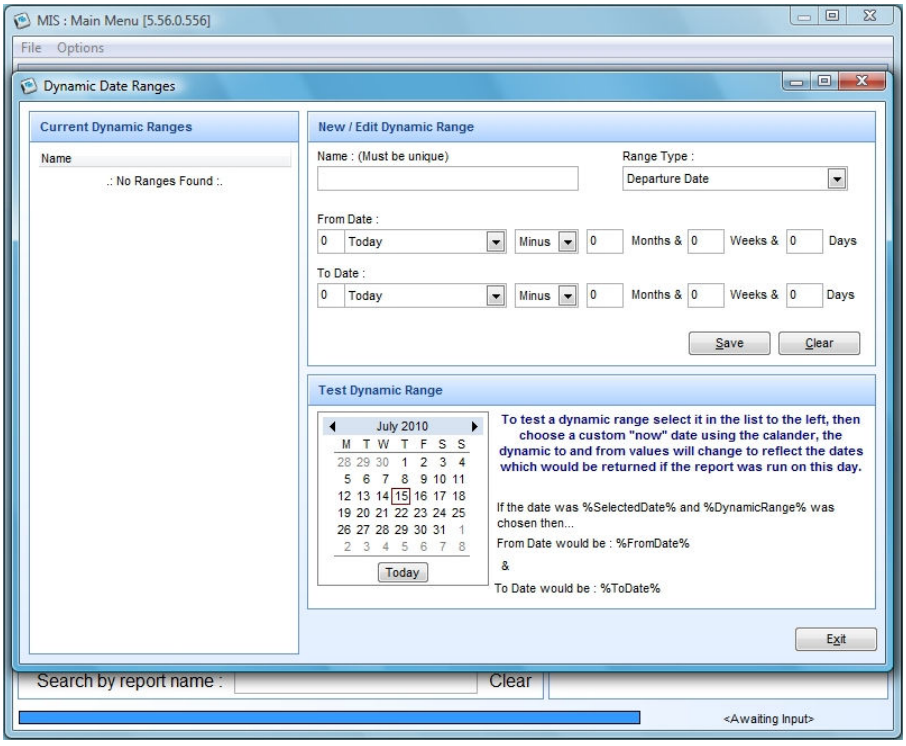
8.2 Dynamic Custom Date Ranges

MIS allows you to define, then save your own date ranges, this speeds up the process of running reports and reduces errors that may be caused by mistyping the date, especially if the same range is used over many different reports.

First of all, navigate to the Dynamic Range builder here, or right click in the list of dynamic ranges when selecting a date range inside a report;



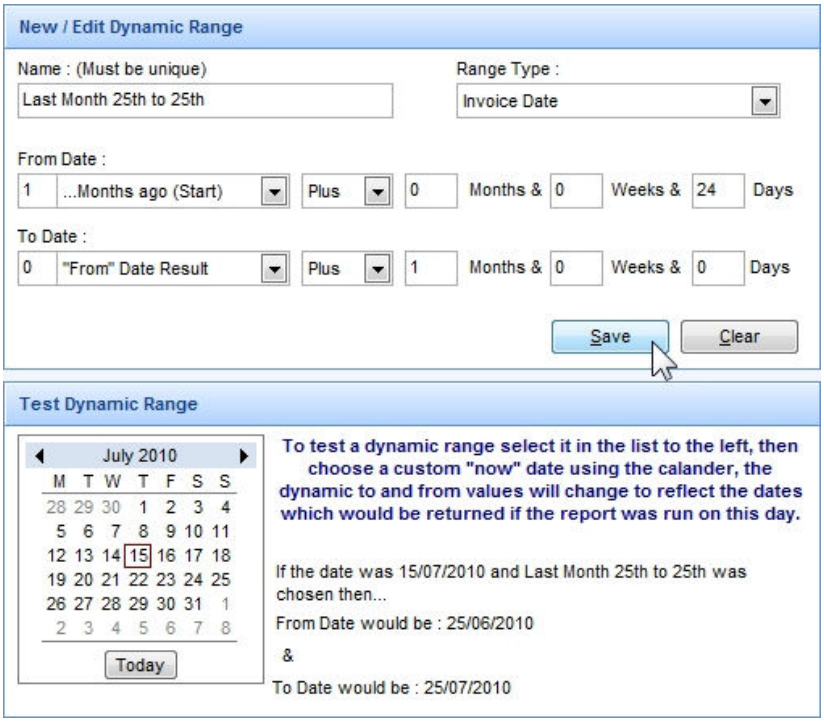
The following Screen will appear;


MIS : Main Menu [5.56.0.556]
File Options
Dynamic Date Ranges
Current Dynamic Ranges
Name
.: No Ranges Found :.
New / Edit Dynamic Range
Name : (Must be unique)
Range Type :
Departure Date
From Date :
0 Today Minus 0 Months & 0 Weeks & 0 Days
To Date :
0 Today Minus 0 Months & 0 Weeks & 0 Days
Save
Clear
Test Dynamic Range
July 2010
M T W T F S S
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
Today
To test a dynamic range select it in the list to the left, then choose a custom "now" date using the calander, the dynamic to and from values will change to reflect the dates which would be returned if the report was run on this day.
If the date was %SelectedDate% and %DynamicRange% was chosen then...
From Date would be : %FromDate%
&
To Date would be : %ToDate%
Exit
Search by report name :
Clear
<Awaiting Input>

This screen can be used to setup dynamic ranges based on the date it is today (or when your reports are scheduled to run) this takes a little thought to properly create some powerful and specific date ranges so here are a couple of examples;

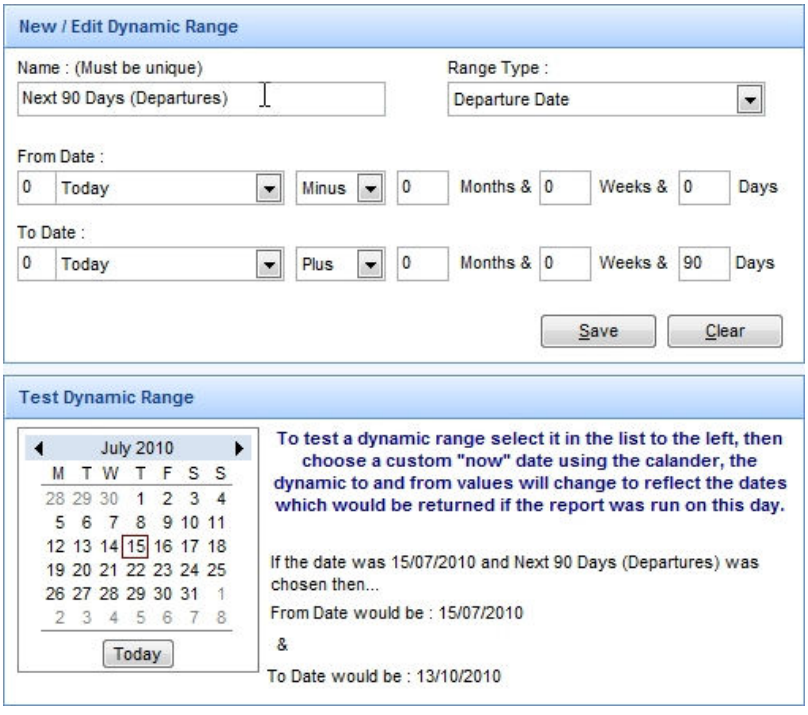
You need to create a range for last month's invoices, but the catch is that the period starts and ends on the 25th of each month, here is how to go about it.

Referring to the screen shot below, I need to go back 1 month, then add 24 days to jump from the 1st of the month to the 25th. I then base my To Date on my From Date result and simply add a month to that value.


New / Edit Dynamic Range
Name : (Must be unique)
Last Month 25th to 25th
Range Type :
Invoice Date
From Date :
1 ...Months ago (Start) Plus 0 Months & 0 Weeks & 24 Days
To Date :
0 "From" Date Result Plus 1 Months & 0 Weeks & 0 Days
Save
Clear
Test Dynamic Range
July 2010
M T W T F S S
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
Today
To test a dynamic range select it in the list to the left, then choose a custom "now" date using the calander, the dynamic to and from values will change to reflect the dates which would be returned if the report was run on this day.
If the date was 15/07/2010 and Last Month 25th to 25th was chosen then...
From Date would be : 25/06/2010
&
To Date would be : 25/07/2010

After you save the range for the first time the "Test Area" below will update, this lets you see what your results would be if you ran the report today, as you can see from the above I've managed to achieve the 25th to the 25th.

2nd example: If you need to access the next 90 days worth of departures this could be done by basing the From date on "Today", and setting the "To" date to "Today" also, plus 90 days;


New / Edit Dynamic Range
Name : (Must be unique)
Next 90 Days (Departures)
Range Type :
Departure Date
From Date :
0 Today Minus 0 Months & 0 Weeks & 0 Days
To Date :
0 Today Plus 0 Months & 0 Weeks & 90 Days
Save
Clear
Test Dynamic Range
July 2010
M T W T F S S
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
Today
To test a dynamic range select it in the list to the left, then choose a custom "now" date using the calander, the dynamic to and from values will change to reflect the dates which would be returned if the report was run on this day.
If the date was 15/07/2010 and Next 90 Days (Departures) was chosen then...
From Date would be : 15/07/2010
&
To Date would be : 13/10/2010

You can also test what values would appear if the report was run (by you or the scheduler) on another, future date by clicking on the calendar.

Once you're happy with your date ranges exit the screen and begin using them in your reports.

Deleting Ranges

Note that deleting ranges is permitted but care is advised when doing so. These ranges are dynamic and each time your reports which use them run they refer to this data in order to determine the range of data to include, if you remove a range please ensure it isn't in any of your important reports because it will cause the date range to become static. You are asked for confirmation before deleting ranges (right click on a range on the left)